



6 June 1973

MEMORANDUM FOR THE RECORD

SUBJECT: CIA Management Committee Meeting on 1 June 1973

1. The Committee met on 1 June. In attendance were:

Chairman
Vice Chairman
Executive Secretary
Mr. Duckett
Mr. Proctor
Mr. Brownman

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Mr. Fisher
Mr. Broe

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(for Item f. only)

2. The following topics were discussed, and decisions reached are as recorded below:

a. Personnel Development Program. Members were reminded of the memorandum last January on this topic calling for an expanded PDP. A brief discussion followed, the thrust of which was that complying with this OMB requirement could become a fairly meaningless paper exercise. Mr. Colby said that the essential ingredients of the PDP are contained in Tab D, "List of Executive Development Training and Assignment Requirements." He asked Members to accomplish the action requested in this Tab by 1 July and review same with him.

Action: All Members

b. Annual Personnel Plan (MCA-30). Mr. Colby explained the value of developing the statistics called for in the APP and noted that doing so forces line managers and staffs to think about plans for promotion, lateral entry, and cross-fertilization. A discussion followed, and Mr. Colby asked that the APP be completed at the Office level by 15 July for FY 1974.

Action: All Members and Director of Personnel

25X1

c. Career Service Management (MCA-24A). Mr. Broe highlighted the IG Report on Career Service management as it exists today. The Director of Personnel will develop a study group to make specific recommendations for changes in the career service system by 1 August, to include consideration of some adaptation of DOD's MOS system to Agency personnel management.

Action: Director of Personnel and All Members

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d. Fitness Report Study (MCA-33). Mr. Colby initiated a discussion of the weaknesses of the current Fitness Report system, and pointed to the value of Mr. [] technique of "letters of instruction" to employees assigning goals and objectives. It was noted that fitness reports will be made available in toto to the employee concerned, including the reviewers' comments. Concerning the merits of "Reverse Fitness Reports," Mr. Colby and the Chairman noted the requirement to identify less than satisfactory supervisors. Office head and subordinate-level supervisor meetings with all employees under their jurisdiction, MAG surveys, junior officer membership on panels, and lunches with random officers were noted as vehicles for getting better appreciation of leadership, motivation, and performance. Mr. Colby recommended that the following order be complied with in terms of accomplishing fitness reports: Rater accomplishes the report, and the report is then reviewed by the employee who comments as desired; the reviewing officer then adds his written comments, after which the employee being rated sees the entire report. Mr. Colby also asked that all Directorates develop panel systems comparable to DDO's and that MAG's be established in each Directorate. The Study's recommendations were approved with these changes.

Action: Director of Personnel and All Members

e. Appointment of Senior Personnel to Key Assignments Outside Their Components (MCA-16). Mr. Broe reviewed the problems of implementing the Executive Secretary's memoranda on this topic dated 22 March and 19 April 1973. A lengthy discussion followed, and it was decided that, since Members will be accomplishing Tab D to the PDP, this material, plus the responses to MCA-16, will be reviewed personally at a meeting of Associate Deputy Directors and a report on their recommendations submitted to the Management Committee.

Action: All Members, Inspector General, Director of Personnel

f. Review of Consultants and Rehired Annuitants (MCA-37). Mr. Colby emphasized that there are many consultants on the rolls who have not been used recently and that we should not maintain this stable of advisors unless we have a need for their expertise. He asked that Members and the Director of Personnel review this list in the course of the late June validation of consultants and give particular attention to the need for security clearances for them as a separate matter.

Action: All Members and Director of Personnel

g. Agency Image - "100 Universities Program" (MCA-39). After a brief discussion differentiating this program from the old "100 Universities Program," the plan (Director of Personnel's memorandum of 27 April 1973) was approved for gradual implementation next fall.

Action: DDM&S

h. Payment for Compensatory Leave to Saigon Personnel. Mr. Colby briefed on the background to this issue and noted that the former Director had approved one claim for payment of compensatory overtime and that it now appears that any qualifying employee should have the option of putting in a claim. A brief discussion followed, and it was concluded that further review of this topic is required.

Action: Executive Secretary

i. Review of DDO Personnel Management and Procedures. Mr. Colby highlighted the substance of a study group's report to the Director dated 7 May 1973, subject as above, and the Chairman approved.

Action: DDO and DDM&S

j. Administrative Allowance Committee. Mr. Colby noted the value of giving DDO area division chiefs the responsibility for developing allowance allotments for NOCAD officers going overseas. Mr. Fisher explained the criticalness of his office, the Office of General Counsel, and the Office of Finance being intimately involved with each case. A brief discussion followed, and Mr. Colby deferred to Mr. [] view that the Administrative Allowance Committee should continue to function without change for the time being.

Action: DDM&S and DDO

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